

**Commonwealth of Massachusetts
Operational Services Division
Surplus Property Program Office**

Declaration of Surplus Need

Please Reference Surplus Memo and Item # in All Communications

Can you help these agencies with their equipment needs? If so:

- Contact the agency listed to let them know you may have the item(s) they are seeking.
- If the equipment matches the requesting agency need, the donor agency must either write, fax, or e-mail the State Surplus Property Office and request the equipment be transferred. Please reference the Item Number in your request letter.

DECL'D	ITEM#	DESCRIPTION
2/10/2005	5-N-003	MCI - Cedar Junction is looking for on Heavy Duty Shredder (not barrel style). Any agency that can assist can contact Mary Stowe at 508-660-8000 ext. 223
2/10/2005	5-N-002	The DOC Research Division is seeking Large Capacity Shredder. Any agency that assist DOC in this request can contact Linda Griffin at 978-405-6677
1/25/2005	1-N-001	The Springfield District Court is seeking open shelving units. Any agency that can forfill this need can contact Richard Morrissey at 413-748-8671

